United States Department of State

Foreign Affairs Manual

3 FAM – Personnel

Change Transmittal: PER-671
Date: April 26, 2012

3 FAM 2280
SUPERIOR QUALIFICATIONS APPOINTMENT

Changes

1. This Change Transmittal issues the following revision to 3 FAM 2280 in addition to editing and reformatting:

   - **3 FAM 2281, Authority**: The authority 5 CFR 531.203(b) has been corrected to 5 CFR 531.212. This authority also appears elsewhere in the subchapter.

2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance is new or a revision where more than half the words have changed, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.

3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

4. The office responsible for the material in this subchapter is the Bureau of Human Resources Office of Civil Service Human Resource Management (HR/CSHRM). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard old 3 FAM 2280 (CT:PER-643; 06-23-2011) and insert revised subchapter 3 FAM 2280 (CT:PER-671; 04-26-2012).

2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:PER-671, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.

2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).

3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.